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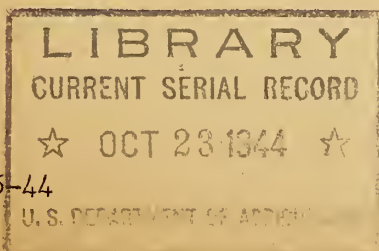
TRANSPORTATION OF PERSONS AND THINGS BY PAN AMERICAN AIRWAYS

I. GENERAL: This office has been informed that the Navy Department controls the air transportation services of Pan American Airways, Inc. in the Pacific and Alaskan Areas and has established a policy of not charging other Government Agencies for transportation of personnel or cargo on commercial flights operated by the company in these areas. Accordingly the Navy Department has requested the company to return to the issuing Government Agencies those TRs or B/Ls received by the company since September 1, 1942. However, the Navy Department has instructed the company to continue to require TRs and B/Ls for such transportation even though they will undoubtedly be subsequently returned for cancellation. This does not relieve the agencies involved of paying in accordance with regular procedure, charges for connecting carriers to the Pan American Airways, Inc. when billed on TRs issued to that company.

Budget and Finance Circular 768, dated August 2, 1944, issued in this regard suggests that obligations be established for TRs and B/Ls involved and the liquidations thereof be effected only upon notice of cancellation of charges, that a memorandum record of the cancelled TRs and B/Ls be maintained by the bureau, and provides that the cancelled TRs be disposed of in accordance with Budget and Finance Circular No. 731. This letter prescribes procedure which is effective immediately and is to be followed in connection with the suggestions and the instructions set forth in the Circular.

II. OBLIGATIONS: The procedure prescribed in Finance Instruction 534.1 for obligating TRs and B/Ls shall be followed by the obligation analyst in regard to establishing or maintaining obligations covering those issued to the Pan American Airways, Inc.

III. EXAMINATION OF VOUCHERS PAYABLE TO PAN AMERICAN AIRWAYS, INC. Since certifying officers are not liable for incorrect payments due to use of incorrect transportation rates or improper classification, bills submitted by carriers are not ordinarily to be questioned (Public Law 560, 77th Congress.) However, in view of the above-cited instructions, vouchers in favor of Pan American Airways, Inc., shall be examined for evidence that connecting line charges are involved, even though means of verifying rates are not available. Where there is no evidence presented on the TR or B/L or on the voucher, or by inference from consideration of the availability of Pan American services over the route indicated, that such charges are involved, the voucher shall be returned to the company with a request for a showing of service rendered by connecting lines.



9-15-44

Sheet 1

Administrative Fiscal Control  
Voucher Examination  
Passenger Transportation

IV. CANCELLATION OF TRANSPORTATION REQUESTS AND BILLS OF LADING:

- A. Posting Memorandum Registers. Each TR and B/L which is returned by Pan American Airways, Inc., for cancellation, shall be recorded in special memorandum registers prepared for that purpose. The registers shall be maintained in either loose leaf or bound form and shall be posted chronologically by date of receipt of the documents to be cancelled. The register to be used in recording TRs shall be entitled "TRs Returned by Pan American" and will provide columns showing the serial number of the TR, the date it was issued to the company, the points between which service was requested, the value of the TR, if and as shown on the face thereof, and the date of the letter of transmittal from the company. The register to be used in recording B/Ls shall be entitled "B/Ls Returned by Pan American" and will provide columns showing the serial number of the B/L, the date it was issued to the company, the points between which service was requested, the value of the B/L, if and as shown on the face of the B/L, and the date of the letter of transmittal from the company.
- B. Notating Memorandum Copies. Memorandum copies of TRs and B/Ls shall be pulled from the unpaid files, notated to the effect that originals thereof are cancelled with reference to the Pan American letter of transmittal and released to the obligation analyst.
- C. Liquidating Obligations. The obligation analyst shall prepare, sign and process Form FDA 509, thereby liquidating the obligation established in connection with the TR or B/L.
- D. Posting Accountability Records and Disposing of Documents. The cancellation of TRs involved shall be recorded on the accountability records and the original TRs forwarded to the Finance Division, Washington, D. C., for disposition in accordance with Budget and Finance Circular 731. The memorandum copies of the TRs shall be filed in the "Paid TRs" file alphabetically by name of traveler. Original and memorandum copies of B/Ls shall be filed numerically in the "Paid B/L" file.